

**State Fleet Information System
Changes to Primary Assignment and Primary Purpose Fields
May 19, 2004 (UPDATED!)**

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A. OVERVIEW

The Assignment Record in the State Fleet Information System tracks whom the vehicle is assigned to (primary assignment) as well as the use of the vehicle (primary purpose). Upcoming changes to the definitions and values in these two fields are necessary to ensure consistency in reporting across agencies and further define the primary use of state vehicles.

Additionally, new oil change interval and tracking fields will assist agencies in managing their preventative maintenance scheduling. The values for the commuting field will be modified to track exempt and reportable commuting as defined by the State Vehicle Policy. The fuel card number field will increase in length to 25 characters. Lastly, default fuel types will be established to reduce errors and data entry time for agencies when entering fuel consumption records.

B. IMPLEMENTATION DEADLINES

April 30 – Submit “task table values” (explained in Section C) to State Fleet Manager for review. Include proposed name and detailed description.

May 21 – Final task values distributed to agencies.

June 1 – System changes moved to production. Table values in the system will reflect final table values distributed on or before May 21.

June 1 – July 31 – Agencies must make changes in the State Fleet Information System to update vehicle assignments (if necessary) according to final table values. Agencies may also change oil change intervals and the commuting type.

C. PRIMARY ASSIGNMENT/PRIMARY PURPOSE FIELD CHANGES

1. Below is a visual representation of the values agencies will be required to choose from. Detailed descriptions follow.

Primary Assignment Field	Pool	Individual	Function	
Primary Purpose Field	Task	Special Purpose	Employee Transportation	Client Transportation
Secondary Purpose Field	*If Primary Purpose = Task select from the following values Task Values (see detailed definitions in Section C.4):	*If Primary Purpose = Special Purpose select from the following values Special Purpose Values (see detailed definitions in Section C.4):		

2. Primary Assignment Field: The term “work unit” has been removed from the “Assigned-Function/Work Unit” value. The definition of a function specific vehicle has been modified. See complete definitions below.

Code	Primary Assignment	Definition
01	Pool Vehicle	General use vehicle to transport agency staff that is available for temporary assignment to multiple individuals.
02	Assigned-Individual	Vehicle permanently assigned to a single individual. Does not include those vehicles identified in the task specific table.
03	Assigned-Function	Includes: <ul style="list-style-type: none"> ➤ Vehicles primarily used for client transportation ➤ Vehicles identified in the task specific vehicle table ➤ May also include vehicles listed in the special purpose vehicle table.

3. Primary Purpose Field: *Agency Staff/Client Transport* has been separated into two distinct values, *Employee Transportation* and *Client Transportation*. Function has been renamed to Task to eliminate confusion between the primary assignment and primary purpose fields. See complete definitions below

Code	Primary Purpose	Definition
02	Task Specific Vehicle	<p>"Task Specific Vehicles" do not have permanent major equipment modifications and are assigned to and primarily used for one specific activity or purpose. Vehicles in this category must have justifiable reasons why they cannot be used in other applications. They are only the ones listed in the Task Specific Vehicle Table. Examples may include:</p> <ul style="list-style-type: none"> ➤ A cargo van used in Food Service and any other use is prohibited ➤ Vehicles operating on state grounds or in limited geographic areas such as delivery or facility support vehicles ➤ Vehicles that haul large or multiple pieces of equipment/tools where it is impractical to remove the equipment after each use therefore making the vehicle unavailable in other applications. <p>If your agency has a Task Specific Vehicle that is not listed in the Task Specific Vehicle Table, contact the State Fleet Manager.</p>
03	Special Purpose Vehicle	<p>"Special Purpose Vehicles" have permanent major equipment/ modifications. They are only the ones listed in the Special Purpose Vehicle Table. If your agency has a Special Purpose Vehicle that is not listed, contact the State Fleet Manager.</p>
04	Employee Transportation	Vehicles primarily used in the transportation of agency employees without permanent major equipment modifications.
05	Client Transportation	Vehicles primarily used in the transportation of clients without permanent major equipment modifications. Examples include: Department of Elementary & Secondary Education students, Department of Mental Health consumers, Department of Social Services clients, Missouri Veteran's Homes patient transportation and other similar use vehicles. Does not include vehicles specially equipped for inmate transportation or handicap transport (see special purpose vehicle).

4. Secondary Purpose Field: The existing Special Purpose field is being renamed to Secondary Purpose to allow for selection of task or special purpose values as appropriate. If Task is selected as the Primary Purpose, users will be required to select predefined tasks in the Secondary Purpose Field. If Special Purpose is selected as the Primary Purpose, users will be required to select predefined special purpose vehicles from the Secondary Purpose field.

New! TASK SPECIFIC VEHICLE VALUES

“Task Specific Vehicles” do not have permanent major equipment modifications and are assigned to and primarily used for one specific activity or purpose. Vehicles in this category must have justifiable reasons why they cannot be used in other applications. They are only the ones listed in the Task Specific Vehicle Table.

Task Specific Code	Task	Definition
		Non – Specially Equipped Vehicles Used Primarily:
50	Animal Transport	to transport animals that makes other use impractical.
51	Construction	for construction purposes. These vehicles may be required to store tools or equipment for daily use.
52	Custodial	by housekeeping or custodial staff. These vehicles may be required to store tools or equipment for daily use.
53	Decoy	the Attorney General's Office
54	Dedicated Use Funding Requirements	For use restricted by federal grant requirements or other similar funding requirements.
55	Facility Maintenance	by or for maintenance, carpenters, electricians, painters, or trash. Includes vehicles used for snow removal. These vehicles may be required to store tools or equipment for daily use.
56	Food Services	in the transport of food that makes other use impractical
57	Grounds Maintenance	for facility grounds maintenance. These vehicles may be required to store tools or equipment for daily use.
58	Laundry	to support laundry functions at state facilities
59	Mail/Courier/Delivery	to transport mail, supplies, inventory or courier services
60	Seasonal Use Only	During a few months out of the year for a specific purpose. (Examples: Department of Agriculture Gypsy Moth Program, Lottery Summer Intern Program)
61	Security	for security of state facilities. Does not include vehicles with permanent equipment modifications (see special purpose vehicle).
62	Warehouse	For hauling goods between state buildings.
70	DOA KC and STL Commercial Zone Inspections	By the DOA Weights and Measures inspections in limited areas in the Kansas City and St. Louis areas and their commercial zones. Vehicles transport and store approximately 300 –400 pounds of equipment. Agriculture use only.
71	DOA On Site Grain Inspection	on elevator sites only for Grain Inspection purposes. Agriculture use only.
72	DOC Transport Inmate/Client Property	to transport inmate property for security purposes. Corrections use only.
80	DNR Covert Audit	by DNR to conduct covert audits and inspections of the Gateway Clean Air Inspection/Maintenance (IM) contractor and of recognized emission repair facilities, as required under Code of Federal Regulations 40 Part 51.363 and RSMo 643.330.5.
81	DNR Geologic	for assessing and mapping geologic and hydrologic structures,

	Survey and Assessment	investigating geologic or hydrologic anomalies, and enforcing geologic or hydrologic regulations. Typically transport special tools and/or equipment necessary to perform tasks.
82	DNR Hazardous Waste Remediation	for remediation, transporting contaminants, and prevention of improper disposal of hazardous waste. Typically transport special tools and/or equipment necessary to perform tasks
83	DNR Land Reclamation	by field technicians to investigate monitor, evaluate, and enforce to ensure mined land is returned to the best possible condition after mining is completed. Typically transport special tools and/or equipment necessary to perform tasks.
84	DNR Land Survey	to complete topographic surveys, place monuments, record information, and conduct research necessary for the accurate and economical location of property boundaries in Missouri. Typically transport tools or equipment.
85	DNR Resource Protection (Environmental)	by field technicians for environmental regulation and assistance to protect state land, air, or water resources. Includes education, inspection, sampling, investigation, enforcement, monitoring and site surveys. Typically transport tools or equipment.
86	DNR State Park and Historic Site Operations	for operating state parks and historic sites. Includes patrolling, collecting fees, presentations, conducting prescribed burns, and similar activities. These vehicles store tools or equipment and may be used as needed for facility or grounds maintenance
90	MSHP Crime Lab Investigations	By MSHP crime labs to transport DNA samples and respond to crime scenes to collect and transport evidence including bio-hazard substances. They also transport drugs seized as evidence.
91	MSHP Driver Examiner	by driver exam traveling crews and for no other purpose. Vehicles are used to transport and store large amounts of driver manuals, training aids, test forms, etc., as well as an eye test machine, parking poles, and a large number of traffic cones.
92	MSHP Motor Vehicle Inspector	for inspection of MVI stations throughout the state and for no other use. Vehicles are used to transport and store a large amount of forms, manuals, metal inspection station signs, tools and supplies.
93	MSHP Patrol Communications	By communications officials. Vehicles equipped with special "permanently installed" communications equipment that is different from and in addition to regular patrol radios to communicate with SEMA and other law enforcement agencies statewide.
94	MSHP Violent Crime Support Unit	By the Violent Crime Support Unit to establish a remote office providing on-site technical support in solving major or violent crimes. The VCSU carries a large quantity of equipment.

SPECIAL PURPOSE VEHICLE VALUES

Special Purpose Code	Special Purpose Vehicle	Definition: A special purpose vehicle is modified or has equipment installed so that it cannot easily be used for other functions. To create additional categories, contact the State Fleet Manager.
01	Law Enforcement Pursuit Vehicle	Includes only Department of Public Safety pursuit vehicles.
02	Other Law Enforcement Vehicle	Law enforcement vehicles other than pursuit vehicles. Includes vehicles such as those used by Park Rangers, Liquor Control Agents and Water Patrol Officers.
03	Security Vehicle	Vehicles used for campus/facility security patrol.
04	Inmate Transport	Include all vehicles (vans, buses) equipped with security accessories for the transport of inmates.
05	Fire Suppression	Includes vehicles permanently equipped with fire fighting apparatus. Vehicles/trucks that must be available for emergency response are function specific.
06	Environmental Emergency Response (EER)	Vehicles specially equipped and used for responding to environmental emergencies such as hazardous material spills.
07	Soil and/or Geologic Sampling	Vehicles with mounted drilling apparatus used for collecting soil or other samples for analysis and other uses.
08	"Rolloff"	Vehicle with bed designed primarily for hauling automobiles and other equipment.
09	Wrecker	Vehicle with mounted crane or boom used to recover vehicles.
10	Aerial Bucket	Vehicle with mounted boom and bucket used for trimming trees, changing bulbs in streetlights, and other aerial work.
11	Dump Truck	Trucks with dump bodies used in construction or maintenance activities for hauling various materials
12	Platform or Flatbed Truck	Trucks with flat or platform beds, with or without sideboards, and with or without dumping capability. Sometimes referred to as "Landscaper beds"
13	Utility Truck	Trucks with utility bodies designed for storing tools and equipment. (If also equipped with aerial bucket, use "Aerial Bucket").
14	Carpenters/Construction Van	Full size cargo van with installed shelves, bins, tool racks, and/or other equipment for use by construction teams.
15	Road Tractor	Truck with "fifth wheel" used for towing over-the-road trailers.
16	Motorcycle	Self Explanatory
17	Utility ATV	Licensed utility vehicles such as the Kawasaki "MULE".
18	Handicap Accessible	Vehicles specially equipped for the

		transportation of handicap individuals.
19	DOA Inspection Vehicle	Pickup trucks used by the Department of Agriculture with equipment permanently mounted for purposes of animal care and inspecting fuel, fuel pumps, meat, large scales and grain.
20	Hearse	Vehicles specially equipped for use in cemetery operations or other related purposes.

5. New Field Edits – to help ensure consistency the following edits will be added to the system.

If Primary Assignment Field = (see below), then	Primary Purpose field must equal:
Pool	Employee Transportation
Individual	Special Purpose or Employee Transportation
Function	Special Purpose, Task or Client Transportation

D. OIL CHANGE INTERVAL FIELDS

The State Fleet Information System will now assist agency staff in the scheduling of oil changes with the addition of two fields on the assignment screen and one on the maintenance and repair screen. Two fields on the assignment screen will be added to allow agencies to set oil change interval criteria by miles or months. The system will default each vehicle assignment to every 5,000 miles or a minimum of every 6 months. Agencies can change these values according to their unique circumstances. An oil change indicator will be added to the maintenance and repair screen to track when an oil change took place. This indicator must be checked if the agency wishes to use the system to monitor their oil changes. Also, the odometer reading field on the Maintenance and Repair screen must be completed. The system will generate an oil change report (available on Mobius) on the 15th of each month to “flag” vehicles that are due for service. More information to come on the report.

On June 1, 2004 agencies can go into the system and change their oil change interval criteria if necessary. *Data for vehicles serviced at the OA Vehicle Maintenance Facility will not need to be maintained by the state agency as the oil change indicator and odometer reading on the Maintenance and Repair screen will be updated automatically.*

E. COMMUTING INDICATOR FIELD

The system currently has “Y” or “N” values for this field. These will be changed on June 1, 2004 to “E” for exempt commuting and “R” for reportable commuting as defined by the State Vehicle Policy that was revised on 2/1/04. Agencies are asked to update these as appropriate.

F. FUEL CARD NUMBER FIELD LENGTH

The field length on this field is being changed to 25 characters.

G. DEFAULT FUEL TYPES

Default fuel types will be established based on the vehicles fuel configuration code entered on the vehicle data screen. For example, if the vehicle is a dedicated gasoline vehicle, the only allowable fuel type that can be entered on the fuel consumption screen will be gas. Below is a new version of the fuel configuration table that indicates the default fuel types by fuel configuration as well as a yes or no indicator that determines whether changes can be made to the default.

Fuel Configuration Table

Fuel Configuration	Definition	Alternative Fuel Vehicle Indicator	Default Fuel Type	Fuel Type Change Indicator
FUELCELL	Fuel Cell: A vehicle engineered to operate on fuel cell technology.	Y		Y
DEDCNG	Dedicated CNG: A vehicle designed and engineered to operate solely on compressed natural gas.	Y	CNG	N
ELECTRIC	Dedicated Electric Vehicle	Y	Elec	N
DEDDSL	Dedicated Diesel Vehicle	N	DSL	Y
DEDGAS	Dedicated Gasoline Vehicle	N	Gas	N
DEDLPG	Dedicated Propane Vehicle	Y	LPG	N
DUAL LPG	Dual/Bi-Fuel Propane: A vehicle that can operate on gas or propane vehicles)	Y		Y
DUAL CNG	Dual/Bi-Fuel CNG: A vehicle that can operate on gas or CNG.	Y		Y
E85FLEX	E-85 Flexible Fuel: A vehicle that has a single fuel storage and combustion system that can be fueled with a blended alcohol fuel, a traditional fuel, or any combination of the fuels.	Y		Y
HYBELEC	Hybrid Electric – A vehicle powered by two or more energy sources, one of which is electricity, by combining the engine and fuel of a convention vehicle with the batteries and electric motor of an electric vehicle in a single drivetrain.	N		Y